

CATAWBA COUNTY SCATTERED SITE CDBG PROGRAM

Sealed proposals will be received by the Community Development Office of Catawba County, located at the Western Piedmont Council of Governments, 1880 2nd Avenue NW, Hickory, NC 28601 until Tuesday, February 10, 2015 @ 2:00 pm and immediately thereafter publicly opened and read for the rehabilitation of a house located at 102 Wellsby Court, Maiden. Proposals received after the hour on the date specified will not be considered.

A complete "Work Write Up" and "Contractor's Bid Proposal" for work to be performed concerning the aforementioned house are enclosed. Contractors may inspect the house at any time agreeable to themselves and the homeowner.

All plumbing and electrical subcontractors must be properly licensed under the North Carolina State Laws governing their respective trades at the time of submitting the bids.

Every item on the work write up must contain a bid amount. Only completed bids will be accepted.

Final payment will be made upon completion and acceptance of work. A certificate of compliance issued by the County Building Inspector must be in our possession before final payment is released.

No bids may be withdrawn after the scheduled closing time for the receipt of bids for a period of thirty (30) days. The CDO of Catawba County reserves the right to waive informalities.

Any questions concerning this advertisement of the Work Write-Up may be directed to the Community Development Office at the following numbers:

Laurie Powell	(828) 322-9191 extension 249/ laurie.powell@wpcog.org
Ken Hollar	(828) 322-9191 extension 239



Community Development Administrator

January 26, 2015

Date

CATAWBA COUNTY SCATTERED SITE CDBG PROGRAM

Case No 5

Date February 10, 2015

To: Irene Freeman
Property Owner

102 Wellsby Court, Maiden
Rehab Address

From: _____
Contractor

Contractor's Address

I, the undersigned contractor, having inspected the property and familiarized myself with the requirements of the "Work Write Up", Specifications and Plans and understand the extent and character of the work to be done, propose to furnish all labor, materials and equipment necessary to accomplish successful completion as required by the "Work Write Up" of the property located at _____ for the sum of

_____ (\$_____) Dollars.

I will commence the work on or before _____
Month Day Year

and will complete the work on or before _____
Month Day Year

Company Name

Authorized Signature

Phone and/or Pager #

WORK WRITE-UP
CATAWBA COUNTY
CDBG SCATTERED SITE HOUSING REHABILITATION PROGRAM

PROPERTY OWNER: Irene Freeman
PROPERTY ADDRESS: 102 Wellsby Court, Maiden, NC
OWNER'S PHONE #: 828-428-0403

Note to contractors: Please submit your bids on this set of pages. All work shall be completed in accordance with the Work Contract, the N. C. State Building Code and this Work Write-Up. No substitutions for specified materials will be allowed unless approved in advance by the Community Development Staff.

You are expected to call for inspections of specified items where called for in the Work Write-Up, as well as those required by the Building Inspections Department. The contractor shall be responsible for securing all permits. Upon completion, the contractor will be responsible for removing all debris from the premises.

WORK TO BE PERFORMED

- | <u>1. EXTERIOR DOORS</u> | <u>COST</u> |
|---|--------------------|
| a. FRONT DOOR: Install a new pre-hung 6 panel steel insulated door, complete with frame, hinges, stops, trim (both sides), double silicone weather stripping, energy efficient aluminum threshold and self-sealing sweep at bottom of door. New door to be Energy Star rated (R-7 minimum). All voids around perimeter of door jamb shall be filled with a non-expanding insulating foam sealant. Install a continuous 6-mil poly vapor barrier between framing and jamb. Install a new pick resistant entrance type lockset, and a single cylinder dead-bolt lock, on new door. Entry lockset is to be equipped with a lever handle on the inside. Entry locksets and dead-bolts to be Schlage, Kwikset, Weiser, or an approved equal. Install a "peep hole" type one way viewing device in new door, at a height specified by the owner. Interior trim to be stain grade (no finger jointing allowed). | _____ |
| <u>2. STORM DOORS</u> | |
| a. FRONT DOOR: Re-hang the existing front storm door after new primary door unit has been replaced. Installation includes (2) new closures and any other hardware that may be required to complete installation. | _____ |
| <u>3. EXTERIOR WALLS</u> | |
| a. Refasten all areas of loose existing vinyl siding and vinyl and aluminum trim. Replace all damaged, deteriorated or missing areas of vinyl siding and vinyl and aluminum trim with new materials to match original. | _____ |

- b. Install prefinished aluminum trim on sills and exterior trim of (2) window units at front of living room; and exterior trim of new front door. Aluminum trim shall be "Alcoa", "Alcan", or equal and shall comply with the Specifications for Aluminum Soffit and Fascias, Architectural Aluminum Manufacturers Association, AAMA 1404.01. Color shall be selected by the owner and shall have a minimum guarantee of 20 years. Soffit material to be of the ventilated type. Installation includes all accessories. Use color matched acrylic caulking where needed for a neat, weather-tight installation.
-

4. WINDOWS

- a. Install (2) new vinyl replacement window units in the existing window openings at front of living room. Replacement windows to be double hung, double glazed (insulating glass) vinyl window units, with screens. New window units are to be of the type that tilt to the inside for cleaning. Replacement windows must be **Energy Star** rated and labeled. All voids around perimeter of window shall be filled with a **non-expanding** insulating foam sealant. Gaps of less than 3/8" may be caulked. If casings are removed for any reason, all voids shall be filled with **non-expanding** insulating foam sealant. Fiberglass or rock wool insulation is not suitable in these areas. Installation shall include all miscellaneous materials and trim that may be required to complete the installation of new replacement windows.
-

5. GUTTERING AND DOWNSPOUTS

- a. Install prefinished, seamless aluminum guttering on all fascias, with adequate downspouts for proper drainage. Guttering to be secured with gutter hangers set no more than 32" on centers. Color selection to be made by the owner from samples furnished by the contractor. "Pipe-off" the water flow from downspouts by installing a minimum of 10' of 4" flexible plastic drain line at each downspout. Drain line to be attached to downspouts with adapters designed for this purpose. Plastic drain lines are to be buried a minimum of 6" under grade for the length of piping and brought to surface again at end of run in a non-eroding release. Fine grade all areas of disturbed soil, fertilize, re-seed with Fescue 31 grass seed, and cover with straw.
-

6. ROOF

- a. Remove all existing asphalt shingles down to sheathing. Install a layer of 15 lb. builders felt and new fiberglass asphalt architectural shingles, equal to or better than GAF Timberline®30 or CertainTeed Landmark. New shingles to be self sealing type for wind resistance. Shingles are to be installed in accordance with the all of the instructions on the product packaging, including flashings, nailing pattern and number of nails per shingle. Failure to follow the manufacturer's instructions could result in the installation not being accepted.

Shingle color to be selected by the owner from samples furnished by the contractor. Furnish the owner with a warranty from the shingle manufacturer. Install proper flashings at all chimneys, plumbing vents, valleys and junctions of roofs with walls. All chimneys are to have stepped base and counter flashing. All valleys are to be of the woven type (no cut valleys allowed). Install metal drip edge at all gables. Install low profile shingle-over type ridge venting, and/or flat mushroom type roof vents as required to provide a minimum one sq. ft. of ventilation for each 300 sq. ft. of attic space. Haul away all old roofing and removed materials, including nails and small bits of material from yard and guttering. Protect guttering, shrubbery, yard and structure.

7. HVAC EQUIPMENT

NOTE TO CONTRACTORS: The house is built on a concrete slab, with no crawlspace. Ductwork for current system is installed in attic area. If part of the HVAC equipment is installed in the attic area, this item will include plywood flooring in attic area as required.)

- a. Install a new properly sized electric heat pump, complete with new ductwork system. New heat pump to be sized in accordance with ASHRAE/Manual J specifications and must not exceed the Manual J calculated size. New heat pump shall carry the Energy Star label and/or meet or exceed the Energy Star performance criteria. The delivery ductwork system shall be designed in accordance with ASHRAE/Manual D standards. Installation shall include all necessary items to provide a complete, operating, heating/cooling system. Installation to include an electrical disconnect for system. (NOTE: A copy of the Manual J size calculations and a copy of the duct design calculations and drawings must be furnished to the Community Development Office for inclusion in the case file.) This item will be considered incomplete without Manual J size calculations and duct design calculations and drawings.
-

8. MOISTURE AND THERMAL CONTROL

(NOTE TO CONTRACTORS: An insulation certification card shall be furnished by the contractor and posted at a conspicuous location within the structure. This certification shall indicate the R-Value, minimum thickness, maximum coverage and minimum weight per square foot of the insulation installed for any of the following areas: walls, ceilings, and floor. Preferred locations for the certification card are the inside surface of a crawlspace access door, or stapled to a roof truss, rafter, or stiff knee within 5 feet of an attic access door.)

- a. Install outside venting for clothes dryer, using code approved dryer vent hose with a dampered weather cap on the outside.
 - b. Insulate attic to a minimum of R-38, using fire resistant, blown in place insulation. (NOTE: Owner reports that attic was insulated by BRCA Weatherization Program in 1998 and should have R-30 insulation presently.)
-

9. PLUMBING

- a. Install a new 21" X 32" double compartment, stainless steel sink with self rim, new lines with individual cut off valves, new drain and trap assembly and new double handle faucet in kitchen. New sink to have a minimum bowl depth of 7".
- b. Install a new double handle lavatory faucet with pop-up waste, new drain and trap assembly and new fixture supply lines with individual cut-off valves at the existing bath sink in half bath in bedroom #1.

NOTE: The design and installation of all new plumbing and fixtures shall comply with the provisions of the NC State Building Code. All plumbing work shall be performed by a licensed plumber.

10. ELECTRICAL

- a. Rewire the existing structure, including all receptacles, appliance outlets, lighting circuits and other existing circuits. Discontinue all existing wiring. Remove existing exposed wiring where practical. New wiring is to include the following items:
- b. Remove the existing meter, meter base, riser and weather head. Install a new meter, meter base, riser and weather head. Installation includes repair of all damage to wall surfaces after removing the existing meter.
- c. Install a new 200 amp. minimum circuit panel box with circuit breakers and a main disconnect. Discontinue and remove all existing circuit panel boxes and consolidate all new and existing circuits into the new panel box. Installation includes the repair of all damage to wall surfaces after removing existing panel boxes.
- d. Install GFCI (ground fault) receptacles at the location of all receptacles that would be required to have this type of breaker by current code.
- e. Install new three wire grounded duplex receptacles as required to provide at least one receptacle on each wall of all habitable rooms. Install AFCI (Arc-Fault) protection receptacles as required by current code.
- f. Install in each room a new lighting circuit, complete with light fixture and wall mounted switches. Light fixtures to be complete with glass diffusers and bulbs of maximum wattage allowed by fixture. Install three-way switches where deemed appropriate by the Community Development Staff. (NOTE: Existing fixtures may be left in place if equipped with glass diffusers, and in a safe condition.)
- g. Install UL listed smoke detectors, with battery back-up, at all locations required by building code

- h. Install new lighting circuits, complete with exterior fixtures and bulbs, and wall mounted switches at all exits of house.
- i. Install an exhaust fan with wall mounted switch in Bath. Exhaust fan shall be ducted to the outside with necessary flashings. Fan shall be Nutone or equal.
- j. Install a circuit for electric range, complete with electric range receptacle, and new range cord if required.
- k. Install a new water heater circuit.
- l. Install a circuit for clothes washer.
- m. Install a circuit for electric clothes dryer, complete with dryer receptacle and new dryer cord if required.
- o. Install carbon monoxide detectors as required by current code.
- p. Install a new 30" white vented range hood, exhaust fan, light combination in wall cabinet over range. Exhaust fan to be vented to the outside, with all necessary flashings.

NOTE: The design, construction, installation, adjusting and labeling of all electrical equipment and accessories shall comply with the provisions of the NC State Building Code. All electrical work shall be performed by a licensed electrical contractor.

11. **PEST CONTROL**

- a. Have dwelling treated for termites, using approved chemicals applied to the manufacturer's specifications. Exterminator shall provide the owner, through the Community Development Office, with a certificate of treatment and a one year warranty.
-

12. **EXTERIOR PAINTING**

NOTE: Remove all loose and scaling paint from exterior surfaces to be painted. Caulk around door and window frames to stop air infiltration. Renail any loose exterior trim. Prime any bare spots and new construction with oil based exterior primer. Do not apply exterior paint when temperature is below 50 degrees F. Color selection to be made by the owner from samples furnished by the contractor. **All exterior preparation and painting shall be of the highest professional quality.** Use drop clothes and masking as required to keep paint off of brick, porch floors and all other un-intended surfaces.

- a. Paint the outside of exterior doors and frames, and all other miscellaneous exterior woodwork not specifically mentioned with two coats of exterior latex enamel.
-

NOTE: ALL INTERIOR WORK SHALL INCLUDE THE INSIDE OF CLOSETS.

13. LIVING ROOM

- a. **PAINING:** Paint walls and ceiling with a minimum of two coats of flat interior latex paint. Paint doors, jambs, and all wood trim with a minimum of two coats of interior latex enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (**NOTE:** It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)
-

14. BEDROOM # 1 (FRONT CENTER ROOM)

- a. **FLOOR:** (**NOTE:** Floor is concrete.) Remove any existing floor coverings, down to concrete. Install new sheet vinyl floor covering. Vinyl floor covering shall be equivalent to, or better than the no-wax "Cambray" series manufactured by Armstrong, with a minimum thickness of .065" of printed construction. All vinyl floor covering shall have a mildew resistant rearguard protection and shall be scuff resistant. Pattern to be selected by the owner from samples furnished by the contractor. Install new shoe moulding around the perimeter of room at floor. Floor covering shall include the inside of any closets that can be accessed from the room.
-
- b. **WALLS:** Patch, putty and sand smooth all areas of surface defects on the existing gypsum board walls as required to provide a smooth, paintable surface.
-
- c. **DOORS:** Refit or re-hang the existing closet door as required to insure proper operation. Install a new passage type lockset on same door.
-
- d. **PAINING:** Paint walls and ceiling with a minimum of two coats of flat interior latex paint. Paint doors, jambs, and all wood trim with a minimum of two coats of interior latex enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (**NOTE:** It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)
-

15. BEDROOM # 2 (LEFT FRONT ROOM)

- a. **FLOOR:** (**NOTE:** Floor is concrete.) Remove any existing floor coverings, down to concrete. Install new sheet vinyl floor covering. Vinyl floor covering shall be equivalent to, or better than the no-wax "Cambray" series manufactured by Armstrong, with a minimum thickness of .065" of printed construction. All vinyl floor covering shall have a mildew resistant rearguard protection and shall be scuff resistant. Pattern to be selected by the owner from samples furnished by the contractor. Install new shoe moulding around the perimeter of room at floor. Floor covering shall include the inside of any closets that can be accessed from the room.
- b. **WALLS:** Patch, putty and sand smooth all areas of surface defects on the existing gypsum board as required to provide a smooth, paintable surface.
- c. **DOORS:** (1) Refit or re-hang the existing closet door as required to insure proper operation. Install a new passage type lockset on same door. (2) Replace missing casing on the door opening between bedroom and hall, using new materials to match original.
- d. **PAINTING:** Paint walls and ceiling with a minimum of two coats of flat interior latex paint. Paint doors, jambs, and all wood trim with a minimum of two coats of interior latex enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (**NOTE:** It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)

16. BEDROOM # 3 (REAR MIDDLE ROOM)

- a. **FLOOR:** (**NOTE:** Floor is concrete.) Remove any existing floor coverings, down to concrete. Install new sheet vinyl floor covering. Vinyl floor covering shall be equivalent to, or better than the no-wax "Cambray" series manufactured by Armstrong, with a minimum thickness of .065" of printed construction. All vinyl floor covering shall have a mildew resistant rearguard protection and shall be scuff resistant. Pattern to be selected by the owner from samples furnished by the contractor. Install new shoe moulding around the perimeter of room at floor. Floor covering shall include the inside of any closets that can be accessed from the room.
- b. **DOORS:** Refit or re-hang the existing closet door as required to insure proper operation. Install a new passage type lockset on same door.

- c. **PAINTING:** Paint ceiling with a minimum of two coats of flat interior latex paint. Paint doors and all woodwork and trim with a minimum of two coats of interior latex enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (NOTE: It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)
-

17. **BEDROOM # 4 (LEFT REAR ROOM)**

- a. **FLOOR:** (NOTE: Floor is concrete.) Remove any existing floor coverings, down to concrete. Install new sheet vinyl floor covering. Vinyl floor covering shall be equivalent to, or better than the no-wax "Cambray" series manufactured by Armstrong, with a minimum thickness of .065" of printed construction. All vinyl floor covering shall have a mildew resistant rearguard protection and shall be scuff resistant. Pattern to be selected by the owner from samples furnished by the contractor. Install new shoe moulding around the perimeter of room at floor. Floor covering shall include the inside of any closets that can be accessed from the room.
-
- b. **WALLS:** Patch, putty and sand smooth all areas of surface defects on the existing gypsum board as required to provide a smooth, paintable surface.
-
- c. **PAINTING:** Paint walls and ceiling with a minimum of two coats of flat interior latex paint. Paint doors, jambs, and all wood trim with a minimum of two coats of interior latex enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (NOTE: It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)
-

18. **HALL**

- a. **FLOOR:** (NOTE: Floor is concrete.) Remove any existing floor coverings, down to concrete. Install new sheet vinyl floor covering. Vinyl floor covering shall be equivalent to, or better than the no-wax "Cambray" series manufactured by Armstrong, with a minimum thickness of .065" of printed construction. All vinyl floor covering shall have a mildew resistant rearguard protection and shall be scuff resistant. Pattern to be selected by the owner from samples furnished by the contractor. Install new shoe moulding around the perimeter of room at floor. Floor covering shall include the inside of any closets that can be accessed from the room.
-

- b. **WALLS:** Patch, putty and sand smooth all areas of surface defects on the existing gypsum board as required to provide a smooth, paintable surface.
- c. **ATTIC STAIRS:** Replace the existing wooden folding attic stairs with new folding attic stairs similar to original. Install new casings to match original around stair panel.
- d. **DOORS:** (1) Refit or re-hang the existing hall closet door as required to insure proper operation. Install a new passage type lockset on same door. (2) Refit or re-hang the existing double doors on utility closet as required to insure proper operation. Install new latches of same type as existing.
- e. **PAINTING:** Paint walls and ceiling with a minimum of two coats of flat interior latex paint. Paint doors, jambs, and all wood trim with a minimum of two coats of interior latex enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (**NOTE:** It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)

19. **DEN (FORMER CARPORT ON RIGHT SIDE)**

- a. **FLOOR:** (**NOTE:** Floor is concrete.) Remove any existing floor coverings, down to concrete. Install new sheet vinyl floor covering. Vinyl floor covering shall be equivalent to, or better than the no-wax "Cambray" series manufactured by Armstrong, with a minimum thickness of .065" of printed construction. All vinyl floor covering shall have a mildew resistant rearguard protection and shall be scuff resistant. Pattern to be selected by the owner from samples furnished by the contractor. Install new shoe moulding around the perimeter of room at floor. Floor covering shall include the inside of any closets that can be accessed from the room.
- b. **PAINTING:** Paint walls and ceiling with a minimum of two coats of flat interior latex paint. Paint doors, jambs, and all wood trim with a minimum of two coats of interior latex enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (**NOTE:** It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)

20. KITCHEN

- a. **FLOOR:** (NOTE: Floor is concrete.) Remove any existing floor coverings, down to concrete. Install new sheet vinyl floor covering. Vinyl floor covering shall be equivalent to, or better than the no-wax "Cambray" series manufactured by Armstrong, with a minimum thickness of .065" of printed construction. All vinyl floor covering shall have a mildew resistant rearguard protection and shall be scuff resistant. Pattern to be selected by the owner from samples furnished by the contractor. Install new shoe moulding around the perimeter of room at floor. Floor covering shall include the inside of any closets that can be accessed from the room.
-
- b. **WALLS:** Patch, putty and sand smooth all areas of surface defects on the existing gypsum board as required to provide a smooth, paintable surface.
-
- c. **KITCHEN CABINETS:** Remove the existing counter topping and wooden tops from the existing kitchen base cabinets. Install a new wooden top of 3/4" AC exterior grade fir plywood. Install a new plastic laminate counter top and a full backsplash on the existing base unit. New plastic laminate to be "Formica" brand or equal. Refit all doors and drawers on the existing kitchen base and wall units as required to insure proper operation. Replace all damaged, missing or defective hardware with new to match original.
-
- d. **PAINTING:** Paint walls and ceiling with a minimum of two coats of flat interior latex paint. Paint doors, jambs, and all wood trim with a minimum of two coats of interior latex enamel. Paint all existing cabinets with a minimum of two coats of interior oil based enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (NOTE: It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)
-

21. HALL BATH

- a. **PAINTING:** Paint ceiling with a minimum of two coats of flat interior latex paint. Paint doors and all woodwork and trim with a minimum of two coats of interior latex enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (NOTE: It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)
-

22. HALF BATH IN BEDROOM # 1

- a. **FLOOR:** (**NOTE:** Floor is concrete.) Remove any existing floor coverings, down to concrete. Install new sheet vinyl floor covering. Vinyl floor covering shall be equivalent to, or better than the no-wax "Cambray" series manufactured by Armstrong, with a minimum thickness of .065" of printed construction. All vinyl floor covering shall have a mildew resistant rearguard protection and shall be scuff resistant. Pattern to be selected by the owner from samples furnished by the contractor. Install new shoe moulding around the perimeter of room at floor. Floor covering shall include the inside of any closets that can be accessed from the room.
-
- b. **WALLS:** Remove any remaining wallpaper from walls of half bath. Patch, putty and sand smooth all areas of surface defects on the existing gypsum board as required to provide a smooth, paintable surface.
-
- c. **TRIM:** Install new 3-1/2" moulded base and shoe moulding around the perimeter of room at floor.
-
- d. **PAINTING:** Paint walls and ceiling with a minimum of two coats of flat interior latex paint. Paint doors, jambs, and all wood trim with a minimum of two coats of interior latex enamel. Color selection to be made by the owner from samples furnished by the contractor. Do not use any lead based paints. (**NOTE:** It is the contractor's responsibility to determine if washing of surfaces or the use of a stain kill product is required prior to painting in order to arrive at an acceptable finished paint job.)
-

WORK WRITE-UP
Irene Freeman
102 Wellsby Court
Maiden, NC

NOTE: This drawing is intended to show general layout only.
Contractor to verify all information at the job site.



FLOOR PLAN

(DO NOT SCALE)

1,184 Sq. Ft.



























